

ELECTRICAL PLAN CHECK PROCESS FOR INSTALLATION OF SOLAR PV SYSTEMS

103

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This information bulletin explains the electrical plan check process per 2014 Glendale Building Code (GBC) and 2013 California Electrical Code for the installation of Solar Photovoltaic (PV) Systems of 10kW or less in size.

PLEASE ADDRESS ALL ITEMS BELOW

APPROVALS

- ☐ **Glendale Water and Power (GWP):** Obtain GWP approval on plans and permit application prior to submittal to the building department. Call (818) 548-2062 for water requirements and approval. Call (818) 548-3921 for electrical requirements and approval.
- ☐ **Fire Department:** Obtain Fire Department approval on plans and permit application prior to issuance of building permit. Call (818) 548-3207 for status.
- ☐ **Planning Department:** Obtain Planning approval on plans and permit application prior to issuance of building permit. Call (818) 548-2115 for status.

GENERAL REQUIREMENTS

(CIRCLE)

- | | | |
|---|---|---|
| <input type="checkbox"/> 1. System size is 10 kW AC CEC rating or less | Y | N |
| <input type="checkbox"/> 2. The solar array is roof-mounted on one- or two-family dwelling or accessory structure | Y | N |
| <input type="checkbox"/> 3. The solar panel/module arrays will not exceed the maximum legal building height | Y | N |
| <input type="checkbox"/> 4. Solar system is utility interactive and without battery storage | Y | N |
| <input type="checkbox"/> 5. Permit application is completed and attached | Y | N |

ELECTRICAL REQUIREMENTS

- | | | |
|---|---|---|
| <input type="checkbox"/> 1. No more than four photovoltaic module strings are connected to each Maximum Power Point Tracking (MPPT) input where source circuit fusing is included in the inverter | Y | N |
| a. No more than two strings per MPPT input where source circuit fusing is not included | Y | N |
| b. Fuses (if needed) are rated to the series fuse rating of the PV module | Y | N |
| c. No more than one non-inverter-integrated DC combiner is utilized per inverter | Y | N |
| <input type="checkbox"/> 2. For central inverter systems: No more than two inverters are utilized | Y | N |
| <input type="checkbox"/> 3. The PV system is interconnected to a single-phase AC service panel of nominal 120/220 Vac with a bus bar rating of 225 A or less | Y | N |
| <input type="checkbox"/> 4. The PV system is connected to the load side of the utility distribution equipment | Y | N |
| <input type="checkbox"/> 5. A Solar PV Standard Plan and supporting documentation is completed and attached | Y | N |

STRUCTURAL REQUIREMENTS

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. A completed Structural Criteria and supporting documentation is attached (if required) | Y | N |
| <input type="checkbox"/> 2. See Information Bulletin 102 for additional information. | | |

FIRE SAFETY REQUIREMENTS

- | | | |
|---|---|---|
| <input type="checkbox"/> 1. Clear access pathways provided | Y | N |
| <input type="checkbox"/> 2. Fire classification solar system is provided | Y | N |
| <input type="checkbox"/> 3. All required markings and labels are provided | Y | N |
| <input type="checkbox"/> 4. A diagram of the roof layout of all panels, modules, clear access pathways and approximate locations of electrical disconnecting means and roof access points is completed and attached | Y | N |

Notes:

1. These criteria are intended for expedited solar permitting process.
2. If any items are checked NO, revise design to fit within Eligibility Checklist, otherwise permit application may go through standard process.

Documents referenced in this Information Bulletin

- 2014 Glendale Building Code (GBC, City Amendments)
- How to prepare a site (plot) plan, Information Bulletin 101
- Building (CRC/CBC) Plan Check Process, Information Bulletin 102
- Electrical (CEC) Plan Check Process, Information Bulletin 103
- How to Obtain a Permit for Installation of Solar Energy Systems, Information Bulletin 100
- Solar Application
- Solar Photovoltaic Plan Template, Information Bulletin 110